



## **INSTRUCTIONS FOR FILING SPECIAL REPORT OF LATE CONTRIBUTION**

### **When This Report is Required:**

A special report of late contribution must be filed for contributions of \$500 or more received after the closing date of the Pre-Primary or Pre-Election report and before the primary or election. This report must be filed for 1) any contribution of \$500 or more, and 2) contributions from a single source totaling \$500 or more received during this 15 day period. It must be filed within 24 hours of receiving the contributions.

### **Who Must File This Report:**

This report must be filed by all statewide, legislative and judicial candidates receiving late contributions. Political party committees, and political action committees must file this report when receiving late contributions. Groups supporting or opposing a referendum must file this report only if already over the \$2,500 registration threshold, or if the late contribution causes the referendum committee to exceed the \$2,500 registration threshold. Local candidate committees are not required to file this report.

### **Where to File a Special Report of Late Contribution:**

The special report of late contribution must be filed with the appropriate filing officer. If the contribution is received by a committee or candidate registered with the Government Accountability Board, the report must be filed with the Government Accountability Board. If the contribution is received by a local political committee or group, the report must be filed with the appropriate clerk of the county, city, town, village or school district.

### **Miscellaneous Information:**

1. The report must be faxed, emailed, or postmarked within 48 hours of receipt of the contribution.
2. More than one contribution can be reported on this form.
3. The information contained in this special report of late contribution must be included on the next regular report filed by the registrant. The contribution must be included in the appropriate schedule: 1-A for contributions from individuals or 1-B for contributions from committees.